University of Essex

Staff Information Database (SID)

Web Development Team
IT Services
Version 1.4

Abstract

The Staff CMS is a system that is for use by staff and research students. When staff log into the system they will be able to edit their personal details; they will be provided with a web form that contains information which they can edit. This information will be stored in a database and used on the departmental staff pages.

Scope

Learning outcomes

- Understand what the Student Information Database (SID) is and how it works.

- Learn the two different types of users of SID.

- Find out how to get permissions for SID.

Introduction

What is it?

The Staff CMS is a system that is for use by staff and research students. When staff log into the system they will be able to edit their personal details; they will be provided with a web form that contains their information which they can edit. This information will be stored in a database and used on the departmental staff pages, usually in the "who we are" area.

By creating this system it is hoped that responsibility for the maintenance of the staff pages will be shared across the department as opposed to having one or two administrative members of staff being responsible for updating this information.

How does it work?

Each department will have a "**Staff CMS administrator**" who will be responsible for allowing access to staff members. They will create a record in the database for a given member of staff that contains the bare minimum information (firstname, surname and email address) and then the staff member can log in, fill it out and make it live. The information that will be stored will include study areas, thesis title and abstract, personal website address, qualifications, teaching responsibilities, research interests, publications and conferences/presentations to name but a few (the ones that have been listed are optional). The only mandatory fields are firstname, surname and email address.

How do I start? (admin user)

You will be given permission to use the system –
if additional members in your team need to use it please let the Web Development Team know
(**wdt@essex.ac.uk**) so they can permit them access and give them Staff CMS admin status if required.

To start, go to: **https://www.essex.ac.uk/admin/staff**
(you might like to bookmark this page). You will be prompted to login, please do so, not forgetting "campus\" before your username!
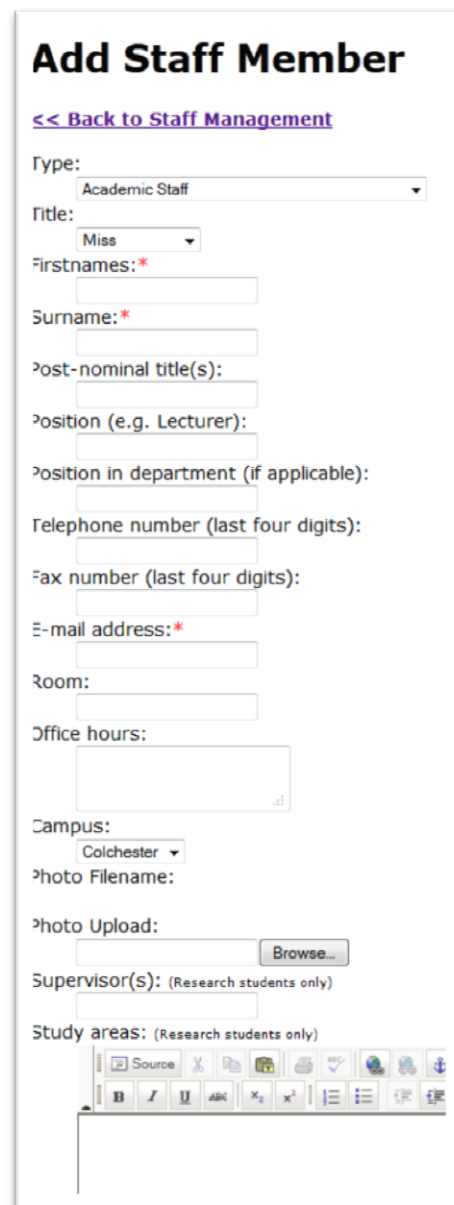

Figure 1

If you are an administrator, you will end up at the **Staff Management page**. Staff CMS "**admins**" see this additional page in the administration system (shown in *Figure 1*) that other staff members cannot see which allows them to view, edit and delete staff member details.

How do I add a member of staff? (admin user)

- From the Staff Management page click the **"Add Staff Member"** button.

- You will be presented with a form to fill in – complete the firstname, surname and email address fields (these are the only mandatory fields). **Do not tick** the **"Publish to website?"** checkbox unless you want it to appear on the website.

- Click the "**Submit"** button which will save the record to the database.

- Click the **"Back to Staff Management"** link to return to the Staff Management page.

- You will need to repeat the above steps for every staff member in your department that is to appear on the website.

- In order for a staff member to edit their own details they will need to log in to **https://www.essex.ac.uk/admin/staff** where they will automatically be shown the form which will be populated with their details. They can amend as necessary and then publish to the website if they so wish. Once they've clicked **"Submit"** they can close the browser window.

Figure 2

How do I edit an existing member of staff? (admin user)

From the Staff Management page click the **"Edit"** link beside the record you wish to edit. Make the necessary changes and click the **"Submit"** button.

How do I delete someone? (admin user)

From the Staff Management page click the **delete** link beside the record you wish to remove. You will be asked to confirm before it is deleted forever.

How do I start? (non-admin user)

Go to: **https://www.essex.ac.uk/admin/staff** (you might like to bookmark this page). You will be prompted to login, please do so, not forgetting **"campus\"** before your username!

After you have logged in you will be presented with a form where you can edit only your details. Your first name, surname and email address will already have been filled in. All fields apart from the three mentioned previously are optional. Mandatory fields are marked with a red asterisk.

Staff CMS "admins" will be responsible for permitting access to staff members within the department. To do this they have to add a record to the database (only firstname, surname and email address are required fields).

Completing the form (admin and non-admin users)

Filling in the form should be fairly intuitive – there are a few fields however that require explanation:

- The **"Display publications on separate page?"** tick box is to be used if you have a very long list of publications which you don't want shown on the same page as your other details. If this box is ticked your staff profile will display a link to a page which will display all your publications (all the information you've typed into the publications text area).
- If you are a part-time member of staff, please tick the **"Part-time?"** checkbox.
- The **"Publish to website?"** tick box should be ticked if you want your profile to be shown on the website, if it is not then it will not be shown but your details will still be stored in the database ready for you to publish them when you want to.
- In order for your **research** interests to be pulled into our University's PGR finder in a usable format, it is essential you enter research interests on SID as a **bulleted list** and in the correct field of your profile. It must not be entered as text, with line breaks or a single paragraph, otherwise our PGR finder will not map it to text by students. You should also think carefully about how you describe your research. For example, you may be one of the world's leading experts on elections but if you do not mention the word election in your research interests field, then you will not show up if students search for elections in our PGR finder!

When you are happy with your profile, tick **"Publish to website?"** and then click the **"Submit"** button. You will see a green message appear to tell you that your changes have been saved. If you make further changes to your profile and then click the cancel button those changes will not be saved (you will see a message in red telling you this).

Clicking submit, and then immediately after clicking cancel will not undo your last changes – as soon as you click submit your changes will be committed to the database. You will need to undo them manually if you change your mind after you've clicked submit.

Once you've saved your profile you can close the browser window (or tab). Your record will appear on your department's staff pages usually at: **www.essex.ac.uk/<department>/staff**.

SID staff types and website listings

You need to ensure that you are assigned to the correct "type" category in SID so that you appear on the relevant page on your departmental website. This information explains which SID "types" are displayed on departmental "academic staff" and "research staff and students" pages.

Academic staff

The address for this page takes the format www.essex.ac.uk/department/staff/Staff.aspx?type=academic

For example: **http://www.essex.ac.uk/psychology/staff/Staff.aspx?type=academic**

The following SID types will be displayed on this page, in the order shown below. Under each heading, individuals will be listed alphabetically by surname:

- Academic Fellows
- Academic Staff
- Emeritus Professors
- Honorary Lecturer
- Honorary Senior Lecturer
- Teaching Fellows
- Visiting Academics
- Visiting Fellows
- Visiting Professors

If your department has no individuals listed in one or more of these types, those sections will not be displayed. The headings above will only appear if you add one or more people of this type. Some departments only have staff listed in the "Academic staff" type and so do not have any other sections on this page.

Research staff and students

The address for this page takes the format
www.essex.ac.uk/department/staff/Staff.aspx?type=research

For example:
http://www.essex.ac.uk/psychology/staff/Staff.aspx?type=research
http://www.essex.ac.uk/langling/staff/Staff.aspx?type=research

The following SID types will be displayed on this page, in the order shown below. Under each heading, individuals will be listed alphabetically by surname:

- Graduate Teaching Assistants (GTAs)
- Research Staff
- Research Students

As for the academic staff page, if you have no individuals in a category then it will not be shown. If you add an individual to that category, it will appear on the page.

Research students who work as GTAs should be listed as a GTA. Users will know that someone working as a GTA is, by definition, also a research student.

Other pages

Some individual SID types can be displayed on a web-page by using a particular URL. For example, most departments have a link to "Administrative staff" in their navigation which pulls in individuals with the SID type "Administrative staff".

Commonly used pages:

Title used in site navigation menu	URL format	Example
Administrative staff	www.essex.ac.uk/department/staff/Staff.aspx?type=admin	**http://www.essex.ac.uk/langling/staff/Staff.aspx?type=admin**
Technical staff	www.essex.ac.uk/department/staff/Staff.aspx?type=technical	**http://www.essex.ac.uk/bs/staff/Staff.aspx?type=technical**

It is possible to link to some other SID types by using a specific URL. Please contact your Faculty web officer or WEDM (**wedm@essex.ac.uk**) for further information and advice about doing this. Pages linked to should be included in your site's navigation menu which is a change that WEDM will need to make for you.

Contacts

For queries or help

- email: **wdt@essex.ac.uk**

Useful resources

IT Training videos

- **www.youtube.com/uniessexit**